

U.S. MISSION, PAKISTAN – CONSULATE GENERAL LAHORE

VACANCY ANNOUNCEMENT NUMBER: 12-82

OPEN TO:	All Interested Candidates	OPENING DATE:	May 10, 2012
POSITION:	Protocol Assistant , FSN-7; FP-07*	CLOSING DATE:	May 23, 2012
POSITION NO:	N-00002		
WORK HOURS:	Full-time; 40 hours/week		
SALARY:	*Not-Ordinarily Resident: US\$39,994 p.a. (Starting salary) (Position Grade: FP-7 to be confirmed by Washington) *Ordinarily Resident: FSN-7, Rs.722, 365 p.a. (Starting salary) (Position Grade FSN-7)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Consulate General Lahore is seeking an individual for the position of a Protocol Assistant in the Executive Office.

BASIC FUNCTIONS OF POSITION:

The incumbent provides protocol, event, contact management, and back-up administrative support for the Consul General (CG). The incumbent assists the Consul General's Office Management Specialist (OMS). Advises all Consulate General Lahore staff on protocol issues. Builds and maintains contacts at the highest levels of the Government of Punjab, civil society, business people, and academics, and with Embassy contacts in Islamabad, to ensure that all protocol is properly managed. Assists with the organization, planning, and coordination of official and social functions, ceremonies and representational events, including Independence Day. Incumbent coordinates the contacts database for the entire Consulate General. Manages the holiday card, Eid card, and gratuity contact lists; coordinates and orders cards/gratuities; and manages the mailing/distribution process. The incumbent also supports the CG's OMS with receptionist duties and managing incoming telephone calls, emails, and postal correspondence.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. **EDUCATION:** Completion of twelve years of education is required.
2. **EXPERIENCE:** Four years of progressively responsible secretarial and clerical experience is required.
3. **LANGUAGE:** Level IV (fluent) Speaking/Reading/Writing English & Urdu and Level III (good working knowledge) Reading/Speaking of Punjabi are required. This will be tested.
4. **KNOWLEDGE:** Incumbent must have thorough knowledge of Pakistan's political, economic and social structures and key officials in the federal, regional and provincial governments and linguistic communities are required. In-depth knowledge of Pakistan's government structures and institutions is required. Incumbent must have good knowledge of American and Pakistani social customs, procedures and protocol. Incumbent must be familiar with international diplomatic and business environments.
5. **ABILITIES & SKILLS:** Incumbent must have an ability to organize multiple, complex social events. Ability to develop and maintain access to high-level contacts within the Punjab government, with Pakistan's government officials, with international business leaders and the diplomatic community is required. Ability to work independently, exercising security, judgment, discretion, initiative and creativity, and to maintain poise and remain diplomatic under all circumstances is required. Flexibility to perform duties outside of regular business hours is required. Must have an ability to draft in English and Urdu for the CG's signature, correspondence covering a broad range of topics. Ability to organize

complex issues relating to job duties through databases, word processing and calendar software tools is required. Must be proficient in MS Office Suites with 40 WPM typing speed is required. This will be tested.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at PakJobs@state.gov. The Vacancy Announcement Number (e.g. 12-82) must be mentioned in the subject line of the email.

Please include all documentation regarding academic, professional and job related experience certificates/letters with your application. Incomplete applications or submissions received after the closing date will not be considered. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: May 23, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.